



## **Town of Arlington Select Board**

### **Meeting Agenda**

August 3, 2022

7:15 PM

Conducted by Remote Participation

1. Executive Order on Remote Participation
2. Select Board / Town Manager Goal Setting  
Lenard T. Diggins, Select Board Chair  
Sandy Pooler, Town Manager

Next Regularly Scheduled Meeting of Select Board August 22, 2022

You are invited to a Zoom webinar.

When: Aug 3, 2022 07:15 PM Eastern Time (US and Canada)

Topic: Select Board Meeting

Register in advance for this webinar:

[https://town-arlington-ma-us.zoom.us/webinar/register/WN\\_rza4CTmIQliBNTwKwIUpw](https://town-arlington-ma-us.zoom.us/webinar/register/WN_rza4CTmIQliBNTwKwIUpw)

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Documents regarding agenda items will be made available via Novus Agenda and the Town's Website.



## Town of Arlington, Massachusetts

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### Executive Order on Remote Participation

#### ATTACHMENTS:

Type	File Name	Description
<input type="checkbox"/> Reference Material	UPDATE_Open_Meeting_Law_and_Remote_Participation_for_Boards_and_Commissions.pdf	Executive Order on Remote Participation



**Town of Arlington  
Legal Department**

Douglas W. Heim  
Town Counsel

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To: Select Board

Cc: Town Committees and Commissions; Sandy Pooler, Town Manager;

From: Douglas W. Heim, Town Counsel

Date: July 12, 2022

Re: UPDATE – Open Meeting Law Requirements & Remote Participation

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Arlington boards, committees, and commissions, please accept this memorandum as an update with respect to your obligations and options under the Open Meeting Law for holding public meetings and hearings in light of the upcoming July 15, 2022 expiration of Chapter 22 of the Acts of 2022, which extended the terms of COVID-19 Executive Orders relative to the Open Meeting Law and allowed more flexibility for holding remote meetings and remote public access to meetings.

In short, as with previous legislative extension suspensions of certain Open Meeting Law requirements, there are several bills in the State Legislature which could further extend these flexible remote hearing options until well into next year.<sup>1</sup> Hence, it is very likely, but not certain that such measures will be in place before (or shortly after) the expiration of Chapter 22 of the Acts of 2022 and you may proceed as you have for the past two years. If however a bill does not pass, meetings will need to be held in a physical location accessible to the public with a quorum of members in attendance in person.

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<sup>1</sup> The primary distinction between these measures appears to be whether to extend remote meeting measures implemented during the pandemic or to make such changes permanent amendments to the Open Meeting Law.

### **If One of the Bills Passes**

If one the bills is successful, you will be able to continue to conduct meetings entirely remotely, but will have the options to conduct them entirely in-person, or in a “hybrid” manner where the public body meets in person, but the public is provided remote access (as allowed by Town and School policy respectively, and sufficiently resourced to meet requirements for remote meetings).

As you may recall, remotely conducted meetings under these relaxed rules must still provide “[a]dequate, alternative means” for public access which may include providing public access through telephone, internet, satellite enabled audio or video conferencing, or any other technology that enables the public to clearly follow the proceedings of the public body in real time (for most committees and commissions, the Zoom platform or similar technology). Remote participation also requires:

1. The Chair announce the name of the member or members who are participating remotely at the start of each meeting (and that the remotely participating members be reflected in the minutes);
2. That all votes be taken by roll call;
3. That members of the public body must be clearly audible to each other and to members of the public at all times and
4. That public bodies in remote executive sessions identify and approve any other persons present for executive session.

\*Please also note that the Division of Open Government does not allow pre-registration as a *requirement* for following the observing or participating in meetings.<sup>2</sup>

If a hybrid meeting is held where only members or members and persons with business before the meeting are physically present, it is recommended that the foregoing requirements be applied to aid the public and other participants’ ability to follow the proceedings.

### **Without Passage of a Bill**

Without passage of a bill, all committees and commissions will be required to conduct meetings in an accessible physical location, and remote participation *for members of a public body* will be limited to pre-pandemic terms (i.e. in addition to the aforementioned requirements

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<sup>2</sup> Arlington Board and Commissions have consistently allowed members of the public access to Zoom meetings by telephone (including soliciting written and oral testimony), without registration. However, caution and care is still merited to ensure equitable means to both follow along and participate without registration. Contact the Legal Department if you have questions or concerns.

for remote participation, the Chair and a quorum of the body must be present together in a physical location). The Open Meeting Law does not require public participation, but meetings may neither be closed to the public nor may public access be limited to audiovisual broadcasts of the proceedings. Boards and commissions may of course record and broadcast their in-person meetings while also providing in-person public access (though the chair should note when meetings are being recorded). It is also possible for forms of remote public participation to be provided at the discretion of your public body chairs. The Town is presently working with recommendations from the Remote Participation Study Committee to further its capacity for same.

### **Postings & Notices**

In the meantime, all public bodies are encouraged to post and notice meetings and hearings with *both* physical locations and remote access provisions. In the event a change of “location” is warranted to either entirely in-person or entirely remote meetings, you will be afforded the ability to update your meeting notices on the Town calendar and by other means.



## Town of Arlington, Massachusetts

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### Select Board / Town Manager Goal Setting

#### Summary:

Lenard T. Diggins, Select Board Chair

Sandy Pooler, Town Manager

#### ATTACHMENTS:

	Type	File Name	Description
▯	Reference Material	Updated_FY22- 23_SB_Mgr_Goals_Letter_Size.pdf	Goals

<b>FY 2022 - 2023 Select Board &amp; Town Manager Goals</b>			
<b>Category/Goal</b>		<b>Responsibility</b>	
		<b>SB</b>	<b>TM</b>
<b>LONG RANGE FINANCIAL/STRATEGIC PLANNING &amp; SUSTAINABILITY *</b>			
Work with Long Range Planning Committee to update existing multi-year financial plan while also considering opportunities to reduce the Town's structural deficit in preparation for future multi-year financial plans and work with the Budget and Revenue Taskforce to identify financial impact of potential override in 2023 (FY2024).		X	X
	<i>Deliverable – The Chair will provide an update to the Select Board following meetings of the Long Range Planning Committee</i>	X	
	<i>Deliverable – The Town Manager or Deputy Town Manager will present updates regarding the Long Range Plan to the Board on a quarterly basis</i>		X
	<i>Deliverable – The Board will call a meeting of the Budget and Revenue Taskforce at least once per year</i>	X	
	<i>Deliverable – Work to engage and inform the public in the lead up to Spring 2023 about the need for future overrides and the corresponding service level impacts</i>	X	X
	<i>Deliverable – Work to better utilize existing financial tools and documents (AVB &amp; Financial Plan) to educate residents about the correlation between service levels and taxation</i>	X	X
Finalize the phaseout of the MWRA debt shift in FY2023, thereby reducing tax rate impacts of the AHS debt exclusion		X	X
Continue to evaluate current methods of delivering various services to ensure that the most productive, cost efficient method is utilized			X
Continue to maximize grant funding and other revenue enhancing opportunities including grants and technical resources available to Community Compact program participants			X
Work with legislators and other communities for a more equitable distribution of state resources and identify and communicate the Town's legislative priorities to the local delegation		X	X
	<i>Priorities to include working with utility companies to explore system upgrades and better coordination amongst varying utilities, specifically focused on better coordination between utility work and Town paving projects, gas leak repair and double pole removal</i>		X
	<i>Advocate for increasing the state match for CPA funding, the full implementation of the Student Opportunity Act and for adequate funding of the MBTA, specifically the funding of repairs to the Alewife Garage</i>	X	X
	<i>Advocate for both MassWorks and MassDOT funding to begin Phase 2 of the Massachusetts Avenue project</i>	X	X
	<i>Work with state and federal legislative delegation to urge the FAA to consider options which might mitigate the impact of the noise of flights over East Arlington</i>	X	

CAPITAL PROJECTS AND MAINTENANCE		SB	TM
Continue to work with the Town Manager and the School Department on continued implementation of the joint Town/School Facilities Department with a focus on scheduled reporting of progress to the Select Board at agreed upon intervals		X	X
Work with the Arlington High School Building Committee as it works to manage the Arlington High School construction project which is currently underway		X	X
Work with the Town Manager and the PTBC as they manage the renovation and construction at the DPW facility		X	X
	<i>Deliverable – Work with the Town Manager and PTBC to see that this project is completed on-time and under budget</i>		X
Work with the Library Board of Trustees as it advances the "Reimagining Our Libraries" program and begins to seek funding for improvements to the Robbins and Fox Libraries		X	X
Work with the Town Manager to consider the best use of the space at the Parmenter School which will be vacated in 2023		X	X



LONG RANGE COMMUNITY PLANNING, LAND USE, COMMUNITY DEVELOPMENT, AND TOURISM		SB	TM
Continue to work with the Master Plan Implementation Committee as it implements the key strategies and recommendations contained within the Master Plan		X	X
Consider endorsement of updated Housing Production Plan while also advocating for funding sources for the Affordable Housing Trust Fund		X	X
Work with the Arlington Tourism and Economic Development Committee to review the committee's priorities and the committee's structure with a focus on developing a sustainable model through which these priorities can be achieved		X	
Continue to support efforts focused on economic development, business retention, and tourism through working with the Economic Development Coordinator, with a particular focus on economic recovery from the impacts of the pandemic		X	X
Work to oppose the current proposal for the Mugar property, protect the wetlands contained within the property, and work toward the best outcome for the property, the neighborhood, and the Town		X	X
Continue to work with the Arlington Commission for Arts and Culture to support promotional opportunities for arts and culture in Arlington, work to promote the cultural district, and further work to develop metrics for measuring the impact of investments in arts and culture		X	X
Work with the Cemetery Commission to consider the expansion of cemetery space inclusive of expansion of green burial space and appropriate space for the interment of cremains		X	X
Work with Town Manager and other stakeholders on identifying land for storm debris and snow storage		X	X
Populate the beautification committee to explore opportunities for enhancing holiday decorations and other aesthetic aspects of the Town		X	
Communicate and coordinate with neighboring communities to identify issues that have regional impacts, the following included:		X	X
	<i>Work with Cambridge, Somerville, and the MWRA to eliminate all CSO discharges into the Alewife Brook within the next 20 years. Uphold Town Meeting vote to restore Alewife Brook to a Federal Class B waterway. Work with newly formed Save the Alewife Brook advocacy group to broaden these efforts</i>	X	X
	<i>Work with DCR and MassDOT on Alewife Greenway to protect the Town's interests and ensure that appropriate state agencies uphold their commitment to maintenance and vegetation management</i>	X	X
Work with appropriate stakeholders to engage in a community dialogue about the future maintenance and use of the Great Meadows		X	X

<b>TRANSPORTATION AND PARKING</b>	<b>SB</b>	<b>TM</b>
Work with ABAC and TAC to begin implementation of Connect Arlington, the Town's sustainable transportation plan	X	X
Continue to work with the Parking Advisory Committee on managing the Arlington Center Parking Management Strategy, work to prepare proposals for the Parking Benefit District and pursue funding for a parking study to be performed in East Arlington	X	X
Work with TAC to establish a schedule for periodic updates from TAC to the the Select Board	X	X
Work with Town staff to explore continuation of Blue Bikes program in Arlington along with potential expansion of stations further west along the Minuteman Bikeway	X	X
Work with Disabilities Commission and Department of Public Works to continue to aggressively fund and implement ADA accessible curb ramp improvements	X	X
Investigate the potential for changes, either temporary or permanent, to the Town's overnight parking ban	X	X
Work with Town staff and the Design Review Committee to design permanent improvements to the Mass Ave and Appleton intersection and also work to apply for grant funding project implementation	X	X
Work with Town staff and TAC to design permanent improvements to the Chestnut St./Mystic St. intersection	X	X

PUBLIC COMMUNICATIONS, CUSTOMER SERVICE & RESIDENT ENGAGEMENT		SB	TM
Continue exploring options for customer service enhancement including enhanced use of website and analysis of feasibility of adding "New to Arlington" section to the Town website		X	X
Receive quarterly reporting from the Request/Answer center with a focus on volume and response time. How long before request is acknowledged? Monitor long term unanswered requests and explore further metrics that provide value to the Board		X	X
Update the Select Board's Policy Handbook and comply with policy to perform a yearly review of the document		X	
Review all board applications for licenses and permits, and update applications and processes across departments		X	X
Work with Town Manager and Public Information Officer to maintain and expand traditional and alternative means to enhance public communication including investigating the implementation of community engagement training		X	X
	<i>Work to develop a Citizens Academy focused on engaging residents in the Town's governance and departmental operations</i>	X	X
Work with Remote Meeting Study Committee to implement remote and hybrid meeting technology, in a phased approach, for all boards, committees and commissions		X	X

INFORMATION TECHNOLOGY	SB	TM
Work with the Chief Information Officer to renew the 3 year IT Strategic Plan		X
Deliverable –Develop new 3 year IT Strategic Plan		X
Working with state funded Cybersecurity grant program, assess potential improvements to Town and School network security		X
Assess future role of ITAC in planning and assessing technology related work in the Town		X

ENERGY EFFICIENCY/SUSTAINABILITY	BoS	TM
Continue work with the Clean Energy Future Committee to implement the measures included in the Net Zero Action Plan	X	X
Continue promotion of the Arlington Community Electricity (ACE) program and work to increase the default amount of renewable energy in future contracts	X	X
Work to advocate for continuing and enhanced solar incentives to further the adoption of residential solar	X	
Work to undertake building electrification study with Facilities Director		X

ORGANIZATIONAL		SB	TM
Continue bargaining, utilizing the results of the compensation study, with bargaining units not yet settled for a new contract beginning in FY2022			X
Continue to recruit and hire qualified, professional, and excellent employees at all levels of the organization with a focus on developing a strategy for enhancing diversity in hiring			X
	Provide annual report on employee diversity to the Select Board		X
	Work with Director of Diversity, Equity and Inclusion to perform Equity Audit	X	X
Work to with the Human Resources Director to maintain compliance with the Pay Equity Law			X
Work to provide organization wide professional development, focused on enhancing employee resiliency			X



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